



STATE OF ARKANSAS
**Department of Finance
and Administration**

OFFICE OF INTERGOVERNMENTAL SERVICES

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April 15, 2005

TO JUSTICE ASSISTANCE GRANT PROGRAM APPLICANTS

This is to notify you that the Arkansas Alcohol and Drug Abuse Coordinating Council through the Department of Finance and Administration, Office of Intergovernmental Services is accepting applications for grants to be funded through the Edward Byrne Memorial Justice Assistance Grant (JAG) Program, as authorized by the Anti-Drug Abuse Act of 1994, as amended. **Applications will be awarded contingent upon the Department of Finance and Administration being awarded funds by the U.S. Department of Justice.**

Attached is a summary description of this program. After reviewing this material, if you want to apply, contact the Office of Intergovernmental Services at (501) 683-0926 for a copy of the application packet or for an electronic copy e-mail your requests to everlean.porter@dfa.state.ar.us.

The standard grant period will be July 1, 2005 through June 30, 2006. Only complete the information that pertains to your agency.

In order to meet the time requirements for beginning the next grant year on schedule, **completed applications must be received no later than 4:30 P.M., Monday, May 9, 2005.** If you have any questions, please contact **Everlean Porter** at 501-683-0926

Sincerely,

Ann Purvis
Administrator

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Attachments

REQUEST FOR APPLICATION
EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM
FEDERAL FISCAL YEAR 2005

The Arkansas Alcohol and Drug Abuse Coordination Council and the Department of Finance and Administration, Office of Intergovernmental Services, are soliciting requests for proposals for projects authorized by the Omnibus Crime Control and Safe Streets Act of 1968, as amended, entitled Edward Byrne Memorial Justice Assistance Grant (JAG) Program.

Eligible Applicants: State agencies and local units of governments are eligible to apply for JAG funds. Local government applications must be made by the chief administrative officer of the governmental entity (mayor, county judge, city manager, etc.).

Matching Requirements: The applicant must provide 25 percent of the total project cost. The matching money must be an appropriated cash expenditure, not an in-kind or contributed service. Matching funds must be money that would not have been available to law enforcement in the absence of this program. The 25 percent match is on the total grant award, i.e., \$60,000.00 federal grant, 25 percent, state and local match would be \$15,000.00; with 15 percent coming from the state and 10 percent coming from local match (non-state agency only).

Expenditure Restrictions: JAG funds cannot be used directly or indirectly for security enhancements to nongovernmental entities not engaged in criminal justice or public safety, land acquisition, replacement of existing anti-drug efforts, general purpose equipment and/or automobiles. Funds must be used to complete a specific and pre-determined project, and funds may be used for personnel and supplies that can be justified as essential to the completion of the project. Any personnel and supplies paid from project funds must be used exclusively for project activities.

This grant application is an open competitive process and there is no guarantee of continued funding of any project previously awarded funds.

The following additional restrictions will apply to the 2005 grant funds.

- #1 Health Insurance capped @ \$325 per subgrant position, per month – (EMPLOYEE ONLY). If not paid to an insurance carrier or health maintenance organization, any payment directly to an employee is to be considered income subject to withholding.
- #2 Employee raises will be limited to the percentage allowed by current State Law. The current limit is 2.7%, unless budgetary revisions occur. Contractual employee positions obtained through contracts will be held to the same limitation as regular employees.
- #3 Overtime capped @ 10% of total approved salary for each Certified Field Investigator, Supervisory and Administrative Support Personnel are not eligible for overtime compensation.
- #4 Vehicle leases capped @ \$600 per month per vehicle. Lease payments are to be made on a monthly basis.

- #5 Only those organizations expending \$500,000 or more in federal funds may budget for audit costs. The cost may not exceed the pro-rata share of the grants participation in the overall organization audit costs.
- #6 Grant and/or grant matching funds may not be used for out of state travel for training, conferences, seminars or conventions, unless prior approval by the Law Enforcement Committee.
- #7 Grant and/or grant matching funds may not be used for the purchase of equipment and hardware, unless specific approval is granted by the Law Enforcement Committee.
- #8 Grant and/or grant matching funds may not be used for purchasing attorney services.
- #9 Grant funds and/or grant matching funds may not be used to make overtime payments to Chiefs of Police or County Sheriffs.

Additional consideration will be given to proposals which:

- Clearly demonstrate a high probability of success, can be readily evaluated, and which offer a likelihood of financial self-sustainment within a reasonable period of time.
- Demonstrate a willingness on the part of several political subdivisions to form a multi-jurisdictional task force to provide anti-drug enforcement services during and after the grant period.
- Demonstrate within a single jurisdiction a sufficient mass of population and/or documentable drug problems and need to warrant a stand alone project.
- Are innovative in terms of developing procedures and techniques for solving drug problems, and which can readily be transferred to other jurisdictions for application.
- Provide needed training to substantial numbers within the various professional groups (sheriff's offices, police departments, prosecutors, etc.) engaged in anti-drug enforcement.
- Provide services designed to prevent and/or reduce violent crime, or provide services designed to enhance law enforcement's ability to investigate violent crime, and to apprehend and prosecute the perpetrators of violent crimes.

Eligible Activities (Purpose Areas): JAG funds can be used for state and local initiatives, technical assistance, training, to pay for personnel, overtime and equipment (as specified), supplies, contractual support and information systems for criminal justice purposes.

1. Law enforcement programs
2. Prosecution and court programs

3. Prevention and education program
4. Corrections and community corrections programs
5. Drug treatment programs
6. Planning, evaluation, and technology improvement programs.

* **Any law enforcement or justice initiative previously eligible under Byrne is eligible for JAG funding.** There is not a 5% set aside for Criminal Justice Records Improvement.

Reporting Requirements: After the first month of the grant cycle, a fund request with supporting documentation or expenditure form to reimburse subgrantee for expenses for the previous month should be presented to the Office of Intergovernmental Services (IGS), Department of Finance and Administration. Funds can only be distributed to subgrantees upon receipt of a properly prepared and signed request. The Monthly Funds Request is due no later than the 10th day of the month following the month for which expenses are being billed.

Quarterly Expenditure Reports and **Quarterly Progress Reports** are to be prepared and submitted to IGS on a quarterly basis. Reports are due by the 15th day of the month following the end of a quarter. Due dates will be October 17th, January 16th, April 15th and July 15th. Failure to submit reports in a timely manner may result in the suspension of funds.

Monthly Task Force Statistical Reports are due by the 15th day of each month following the end of the prior month. Failure to submit reports in a timely manner may result in the suspension of funds.

Annual Project Reports are to be submitted by the Project Director for all funded programs excluding the Drug Task Forces no later than 30 days after the close of the fiscal year period. This report allows the Project Director an opportunity to describe both in narrative and quantitative fashion the success of their program.

Fiscal and Program Monitoring: IGS staff will conduct program and fiscal monitoring of all subgrantees that are in receipt of JAG funds.

Budget Revisions: Budget revisions must be submitted to the Office of Intergovernmental Services by the second Thursday of the month that you want the revision to be considered.